

MEMORANDUM

To: Special Trustee for American Indians
Through: Principal Deputy Special Trustee
From: Director
Subject: Records Management Activities — August 2001

SIGNIFICANT ACTIVITIES

Secretary Norton

Secretary of the Interior Gale Norton met with OST staff and managers in Albuquerque August 10th. Among her activities was a briefing on the Indian Affairs Records Management program and a tour of the Renaissance Records Center.

Trust Records Control Schedules

IARM staff visited the following locations to inventory records for use in schedule development:

- Midwest Region (BIA)
- Western Region (BIA)

Evaluations of Records Programs

During August IARM completed a records program evaluation at the following BIA locations:

- Chickasaw Agency
- Rosebud Agency
- Pine Ridge Agency
- Northern Cheyenne Agency
- Crow Agency
- Truxton Canyon Agency
- Southern Paiute Agency
- Osage Agency
- Ft. Peck Agency
- Eastern Nevada Agency
- Western Nevada Agency

OTHER WORK (see also attached chart)

Disposition Backlog at BIA Locations

IARM worked with BIA locations to transfer records to Federal Records Center or National Archives:

- Northwest Region— 864 boxes
- Great Plains Region— 21 boxes
- Pacific Region— 6 boxes

- Palm Springs Field Office—18 boxes
- Southern California Agency—19 boxes
- Southwest Region—124 boxes
- Jicarilla Agency—71 boxes

IARM, in conjunction with Iron Mountain and BMS-Catastrophe (BMS-CAT), performed environmental records assessments at Western Navajo, Piñon, Chinle, Ft. Defiance, Window Rock, and Crownpoint. The purpose of the site inspections was to investigate the overall condition of records stored in these various sites. The records needed to be scheduled for transfer to the Iron Mountain facility in Albuquerque for indexing and inventory and subsequent transfer to the Federal Records Center in Lee's Summit, Missouri. The subject records were stored in numerous facilities and were reported to be potentially contaminated with viral strains from rodent and or bird infestation and/or mold resulting from water damage. The site inspection covered such matters as overall condition of the buildings in which the records were stored, general hygiene within the buildings and whether or not the records displayed potential contamination from rodent activity, birds or water damage.

BMS CAT, escorted by local BIA representatives, inspected the various facilities. Since some of the facilities were occupied and well cared for, much of the space inspected was found to be very clean and free of any visible rodent or bird activity or water damage. Inspection consisted of visual investigation of the buildings, inside and out, file cabinets and other furnishings for rodent activity. Storage facilities also were checked for birds, spiders and other insects as well as possible water damage. Water damage was checked with electronic moisture meters.

Offsite storage was the primary problem. Findings reported by BMS-CAT for various sites included:

- Heavy underbrush present on all sides and large doors that do not seal
- Building interior extremely dusty with layers of dirt and dust built-up on horizontal surfaces
- Building infested with pigeons
- Poisonous spiders in the vicinity of stored records
- Visible mouse activity
- Trailer in state of extreme disrepair with severe rodent activity
- Condensation and a potential mold hazard; sign of rodent activity
- Mixed records strewn throughout the room with heavy rodent activity
- Considerable reboxing necessary for transfer

As a result of these inspections, fast packs were conducted at the following Navajo locations.

- Shiprock Agency and NIIP Farmington—1,500 boxes
- Western Navajo Agency, Piñon Office, Chinle Agency, Ft. Defiance Agency, and Crownpoint Agency— 7,500 boxes

Analyze Records Storage Requirements

IARM completed assessments of current records storage requirements, inactive records disposition backlogs, and records transfer to appropriate storage facilities at the following BIA locations:

- Chickasaw Agency
- Rosebud Agency
- Pine Ridge Agency
- Northern Cheyenne Agency
- Crow Agency

- Truxton Canyon Agency
- Southern Paiute Agency
- Osage Agency
- Ft. Peck Agency
- Eastern Nevada Agency
- Western Nevada Agency

IARM also completed records assessments at the following schools:

- San Felipe
- Acoma
- Zia
- Isleta
- Jemez
- Laguna

TRAINING

IARM presented records management awareness briefings to employees at the following BIA locations:

- Chickasaw Agency— 11 employees
- Pine Ridge Agency— 23 employees
- Rosebud Agency— 12 employees
- Crow Agency— 27 employees
- Fort Peck Agency— 15 employees
- Northern Cheyenne Agency— 16 employees
- Osage Agency—19 employees
- Western Nevada Agency— 19 employees
- Eastern Nevada Agency— 5 employees
- Truxton Canyon Agency— 21 employees
- Southern Paiute Agency— 5 employees

IARM also made presentations to approximately 400 participants at Indian School Equalization Program (ISEP) meetings, sponsored by the Office of Indian Education Programs, held in Albuquerque and Farmington, New Mexico.

The Director, OTR, presented basic records operations training to approximately 20 Yurok Tribe of California employees.

Various OTR employees attended the following training:

- Creating and Maintaining Adequate and Proper Documentation
- Evaluating and Promoting Records Management

CONTRACTOR ACTIVITY

Iron Mountain

IARM conducted bi-weekly quality assurance on work performed by Iron Mountain. IARM staff is also testing draft quality assurance procedures and problem identification and resolution processes that will be used to document interaction with Iron Mountain.

Iron Mountain (Albuquerque and Portland) continued preparing records from the following BIA locations for appropriate disposition—transfer to the Federal Records Center or destruction:

- Ft. Belknap Agency
- Ft. Berthold Agency
- Division of Accounting Management (Central Office)
- Northwest Regional Office
- Miami Agency
- Navajo

864 Northwest Region boxes were approved for transfer to Lee's Summit.

STAFFING

Management Analyst positions

All positions filled, but one on military leave until April 2002.

Records Management Specialist positions

Recruitment announcement for two vacant positions closes September 5 and selection is expected in September.

Archives Technician positions

Certificate of eligible applicants being considered by branch chief.

Computer Specialist positions

Both positions pending with Division of Electronic Records.